



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, AUGUST 11, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #8A, B AND C**
4. Approval of Minutes dated April 24 (special) and May 2 (special), 2008 (previously distributed)
5. Public Participation
6. Report by United Way Re: Community Involvement (mailed)
7. Approval of Modified Reduction in Workforce Policy for Non-Represented Staff (mailed)
8. Statistical Summary of Ad Hoc Actions Re: Vacant Personnel Openings (mailed)
- 8a. Vacancy Reconfirmations (as recommended by Ad Hoc Committee on 8-6-08) (attached)
- 8b. Elimination of Full Time Prescription Drug Clerk Position in Senior Citizen Services Department (recommended by Senior Citizens Committee on 8-8-08) (attached)
- 8c. Change Title of Prescription Resource Network Assistant to Prescription Resource Network Advocate (recommended by Senior Citizens Committee on 8-8-08) (attached)
9. Executive Session to Discuss Labor Negotiations and Confidential Correspondence from Corporation Counsel
10. New Business
11. Public Participation
12. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
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Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

July 24, 2008

Commissioner
Macomb County Board of Commissioners
Macomb County Administration Building
One South Main Street, 9th. Floor
Mount Clemens, Michigan 48043

Dear Commissioner Mijac,

Thank you for the opportunity to share information about United Way for Southeastern Michigan and our Agenda for Change, which focuses on **Educational Preparedness**, **Financial Stability** and **Basic Needs**.

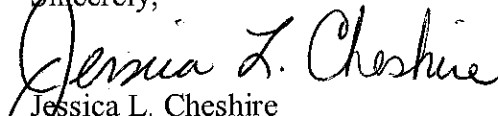
The following information is enclosed for your review:

- Overview of United Way for Southeastern Michigan: Purpose, Vision and Mission
- Core Initiatives within Educational Preparedness, Financial Stability and Basic Needs
- 211 summary report of Macomb County calls for the Month of June
- 2008-2011 Funding Detail Report
- 2008 Macomb Local Community Committee Roster

On August 11, 2008, I will be sharing with the Personnel Committee United Way's regional and local work that has been taking place in Macomb County. Through our work, we are seeking to create measurable and lasting change in the areas most critical to the well being of our community.

I look forward to seeing you in August. If you have any questions about United Way or the enclosed materials, you can reach me at (586) 463-1151.

Sincerely,


Jessica L. Cheshire
Area Director of Macomb County

**Macomb Area Office
Local Community Committee (LCC)
2008**

I.J. Campbell, Administrator, Community Development, City of Roseville Chair, Macomb LCC

Tim Backhurst, Community Volunteer

Stephen Cassin, Executive Director, Macomb County Planning & Economic Development

John Cunningham, International Representative UAW Region 1

Edward Deeb, President, Michigan Business and Professional Association & Michigan Food and Beverage Association

Keith R. Edwards, CMSgt, MI ANG & Vice President, Clintondale School Board

Paul Irwin, Senior Vice President and Chief Real Estate Officer, Fifth Third Bank

Bernice Kerner, Macomb/St. Clair Workforce Development Bd., MI Works

Deborah McKillop, Coordinator of Communication Services, MISD

Gwendolyn Norman, Vice-President Retail Marketing, Huntington National Bank

Yobany Pardo, PhD., Mental Health Consultant Healthy Start Oakland

Gary Petroni, Director, Center for Population Health, Southeastern Michigan Health Association

Owen Pfaendtner, President and C.E.O., Macomb Family Services

Marilyn Rudzinski, Director, Michigan State University Extension - Macomb County

Ruthie M. Stevenson, President, NAACP - Macomb

Frank Taylor, Executive Director, Macomb County Community Services Agency

Angela Willis, Director, Macomb County Senior Services Administration



We have defined a bold vision of social change

Purpose

- To solve complex social issues in our community

Mission

- Mobilize the caring power of Detroit and Southeastern Michigan to improve communities and individual lives in measurable and lasting ways

Vision

- Be a social change agent to make Southeastern Michigan one of the top five places to live and work by 2030



United Way
for Southeastern Michigan

United Way for Southeastern Michigan

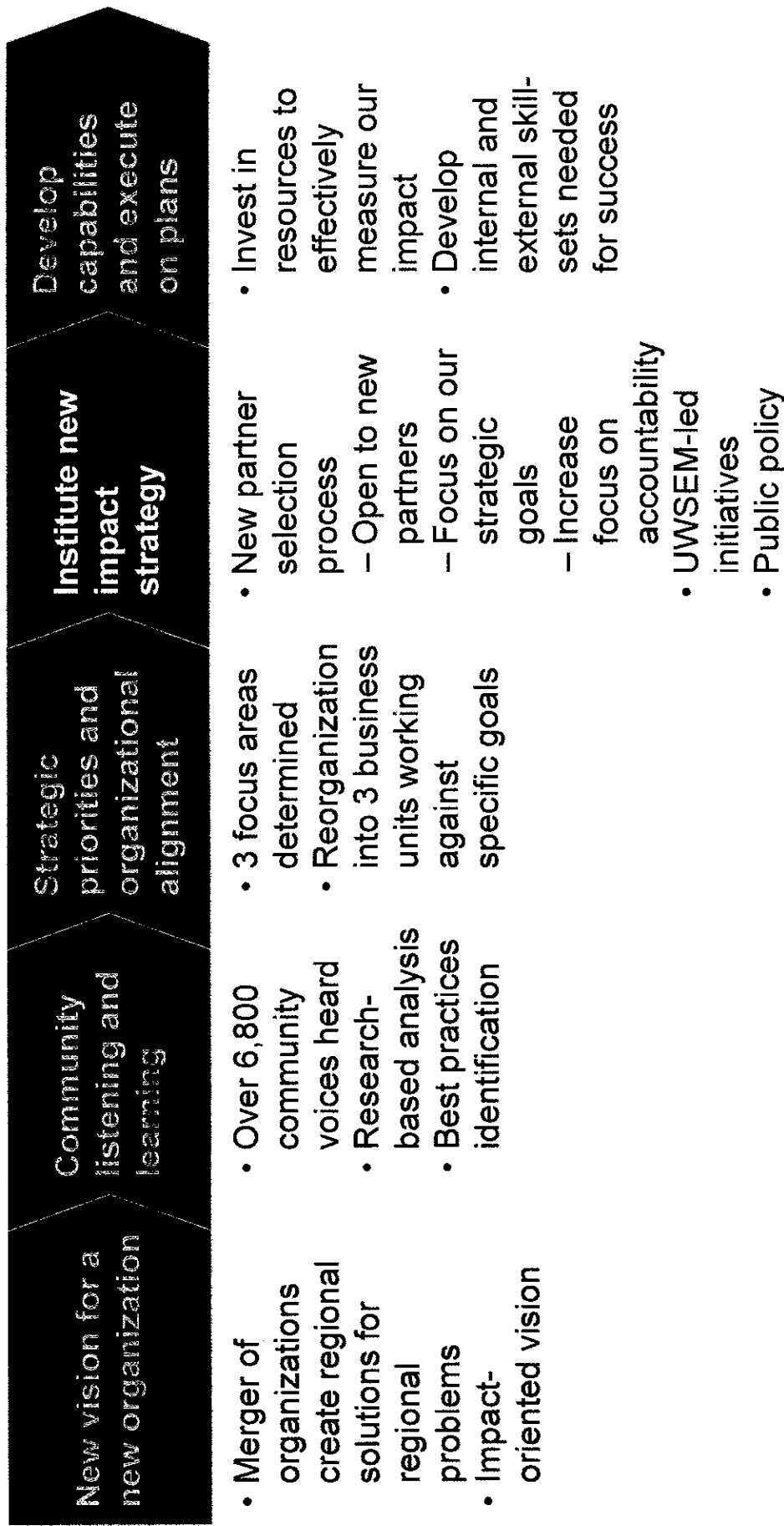
August 11, 2008



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Phase 1 – Set the stage

Phase 2 – Make it happen

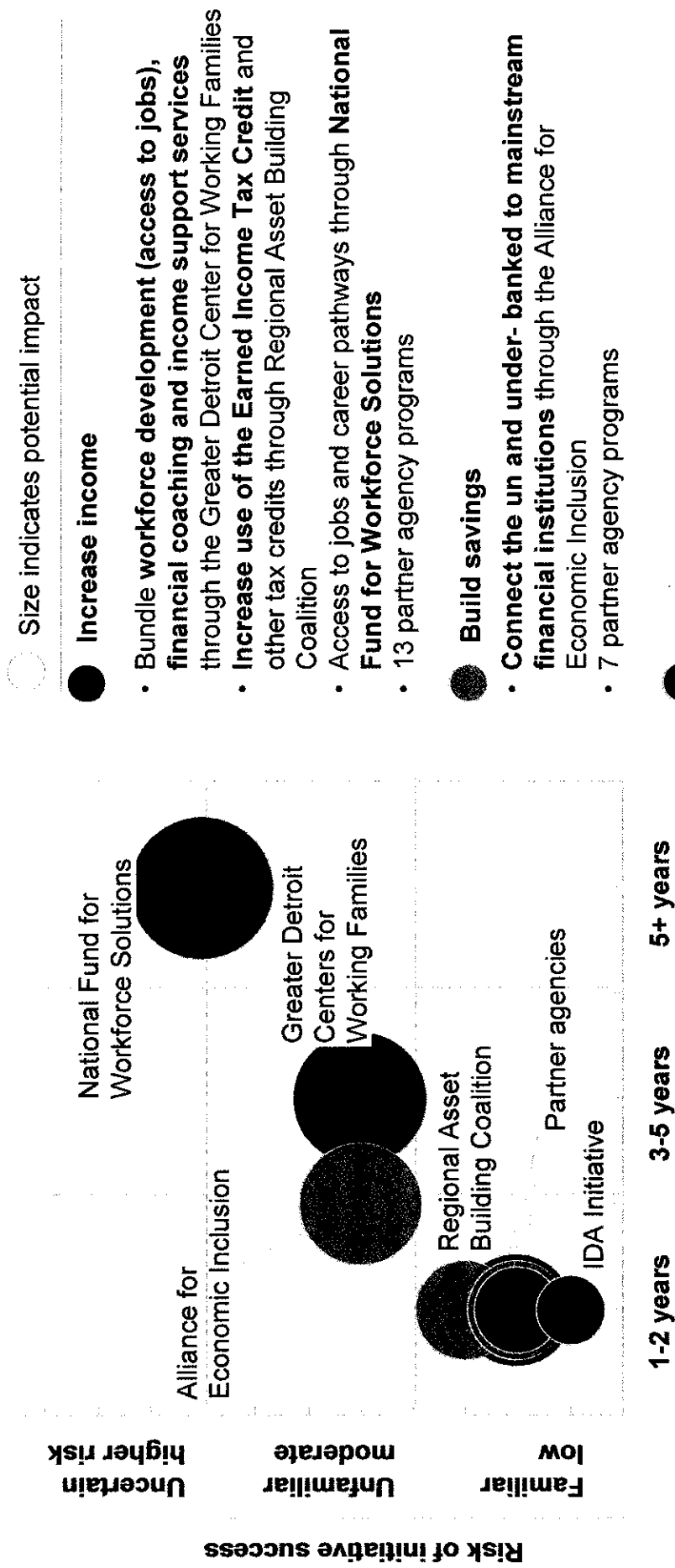


How do we help individuals and families to increase their wealth?



United Way
for Southeastern Michigan

Financial stability initiatives



● Increase income

- Bundle **workforce development (access to jobs), financial coaching and income support services** through the Greater Detroit Center for Working Families
- **Increase use of the Earned Income Tax Credit** and other tax credits through Regional Asset Building Coalition
- Access to jobs and career pathways through **National Fund for Workforce Solutions**
- 13 partner agency programs

● Build savings

- **Connect the un and under-banked to mainstream financial institutions** through the Alliance for Economic Inclusion
- 7 partner agency programs

● Gain and sustain assets

- Provide **matched savings** accounts for micro-enterprise, home ownership, education through Individual Development Accounts
- 1 collaborative

Organization-wide strategies

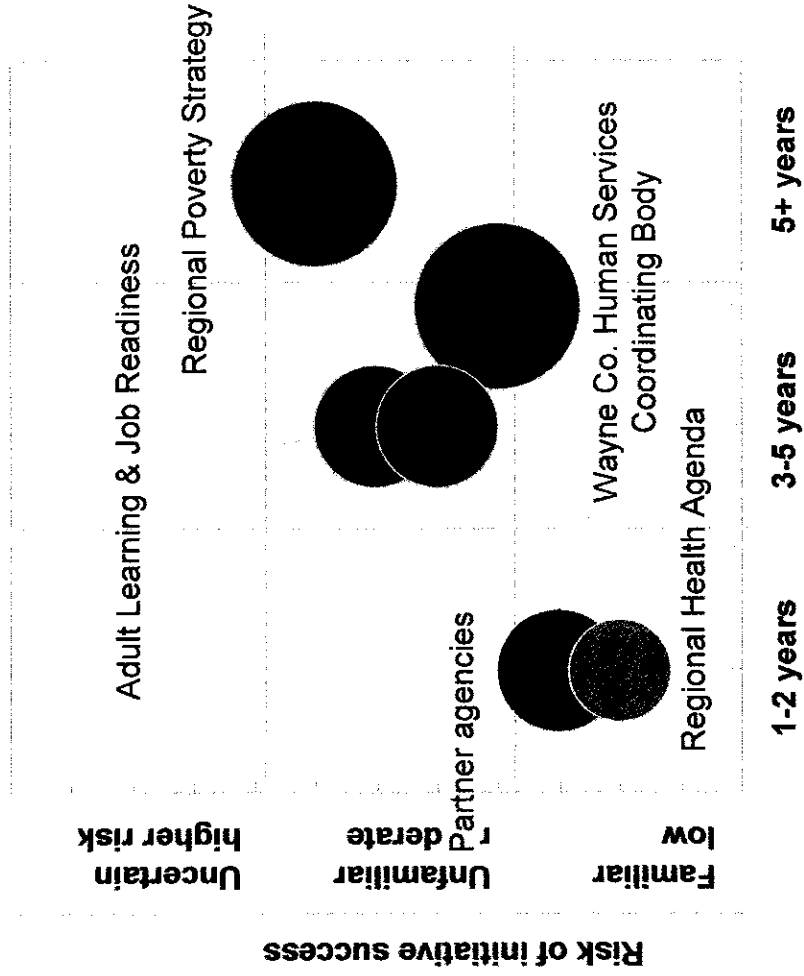
- 2-1-1
- Public policy lobbying efforts
- Research & learning
- Volunteer engagement

How do we create roadmaps for families and children in our region to become self-sufficient?



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for Southeastern Michigan

Basic needs initiatives



○ Size indicates potential impact

● Access and navigation

- 9 partner agencies

● Service delivery

- 61 partner agencies

● Cross system efficiency

- Increase functional literacy and job readiness through an Adult Learning and Job Readiness collaborative

- Create a **Regional Poverty Strategy** identified by state government, local organizations and community

- Coordinate systems to protect children in their homes through the Wayne Co. Human Services Coordinating Body

- Convene health stakeholders to develop a Regional Health Strategy

Organization-wide strategies

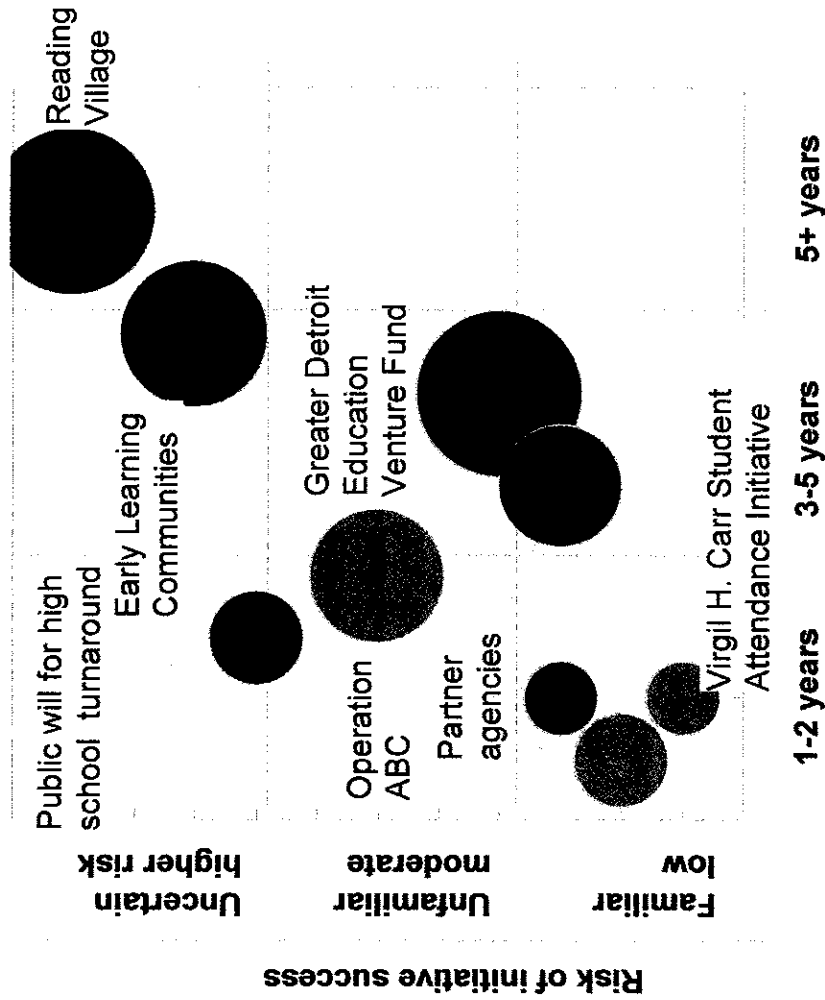
- 2-1-1
- Public policy lobbying efforts
- Research & learning
- Volunteer engagement

How do we create environments that are nurturing and supportive of educational success for all kids?



United Way
for Southeastern Michigan

Educational preparedness initiatives



○ Size indicates potential impact

● Ready to learn

- **Provide a literacy rich environment for all children** through Reading Villages
- Create **networks of support** for the families, friends and neighbors of low-income children with Early Learning Communities
- 12 partner agency programs

● Read at grade level

- **Increase reading skills and attendance** in grade schools through Operation ABC and the Virgil H. Carr Student Attendance Initiative
- 12 partner agency programs

● Turnaround high schools

- **Build public and political will** for high school turnaround with communications efforts to energize the community
- **Incentivize best practices** through the Greater Detroit Education Venture Fund which will raise and invest \$10 million in school turnaround efforts
- 33 partner agency programs

- Organization-wide strategies**
- 2-1-1
 - Public policy lobbying efforts
 - Research & learning
 - Volunteer engagement

Spotlight on Collaboration



United Way
for Southeastern Michigan

UWSEM convened agencies throughout the region to pull their resources together and improve efficiencies to fill the gaps

- **Family Service Behavioral Health Alliance**

- Macomb Family Services, Inc.

- **ARC Collaborative**

- Arc Services of Macomb

- **Girls Scouts Collaborative**

- Girl Scouts of Macomb

- **Senior Collaborative**

- Macomb Family Services

- **Foreclosure Prevention**

- MSU-Extension



MONTHLY REPORT

January 2009



Get Connected. Get Answers.



THIS MONTH IN REVIEW



THE MISSION OF 2-1-1

TO BUILD AMERICA'S CAPACITY TO STRENGTHEN THE WAY PEOPLE ACCESS AND ENGAGE IN CIVIC LIFE

- Call volume for June 2008 was 25,445, a 12.5% increase from last month, and a 146% increase from June of 2007.
- 2-1-1 launched an effort to make sure that all callers have access to Healthcare. We screen all callers for insurance coverage and provide information and access to free and low-cost health options.
- We are working closely with Oakland county leaders and service providers in identifying strategies that will increase the impact of our outreach efforts and referrals, and lead to higher awareness of 2-1-1.
- 2-1-1 is continuously focusing efforts on strengthening our alignment in support of United Way's Agenda for Change. 2-1-1 has developed outcome driven initiatives that will be found in our call handling protocols and support the efforts of Educational Preparedness, Financial Stability and Basic Needs. 2-1-1's support of this work of United Way will continue to evolve.

TOP 20 SERVICE REQUESTS



WAYNE COUNTY

OAKLAND COUNTY

MACOMB COUNTY

Rank	Number		Pct	Number		Pct	Number		Pct
1	Gas Bill Payment Assistance	1,420	16%	Gas Bill Payment Assistance	309	16%	Gas Bill Payment Assistance	168	15%
2	Food Pantries	742	8%	Food Pantries	156	8%	Food Pantries	100	9%
3	Electric Bill Payment Assistance	549	6%	Rent Payment Assistance	96	5%	Homeless Shelter	60	5%
4	Job Search/Placement	488	5%	Electric Bill Payment Assistance	89	5%	Electric Bill Payment Assistance	54	5%
5	Rent Payment Assistance	274	3%	Community Clinics	65	3%	Job Search/Placement	42	4%
6	Information Only	256	3%	Job Search/Placement	63	3%	Rent Payment Assistance	35	3%
7	Housing Search Assistance	245	3%	Information Only	53	3%	Undesig. Temp. Financial Assistance	26	2%
8	Community Clinics	244	3%	Homeless Shelter	51	3%	Information Only	26	2%
9	Homeless Shelter	202	2%	Gave phone number only	43	2%	Gave phone number only	25	2%
10	General Legal Aid	186	2%	Undesig. Temp. Financial Assistance	40	2%	Low Inc/Subsdd. Priv. Rental Hsing.	22	2%
11	General Furniture Provision	173	2%	General Legal Aid	39	2%	General Legal Aid	21	2%
12	Gave phone number only	172	2%	Utility Tax Exemption Information	26	1%	Community Clinics	20	2%
13	Low Inc./Subsdd. Priv. Rental Hsing.	167	2%	General Clothing	26	1%	General Clothing	16	1%
14	General Clothing	138	2%	Dental Care	25	1%	Housing Authorities	15	1%
15	Water Bill Payment Assistance	135	1%	Mortgage Foreclosure Assistance	24	1%	Emergency Shelter Clearinghouses	14	1%
16	Information and Referral	125	1%	Information and Referral	22	1%	Dental Care	13	1%
17	Undesig. Temp. Financial Assistance	124	1%	Donation Pickups	20	1%	State/Local Health Insurance Programs	12	1%
18	Home Rehabilitation Grants	116	1%	Low Inc/Subsdd. Priv. Rental Hsing.	19	1%	General Furniture Provision	11	1%
19	Dental Care	108	1%	Federal Income Tax Information	18	1%	Utility Tax Exemption Information	11	1%
20	Utility Tax Exemption Information	98	1%	Housing Search Assistance	17	1%	Federal Income Tax Information	10	1%

Monthly Report - June 2008

TOP 20 REFERRALS PROVIDED



WAYNE COUNTY

OAKLAND COUNTY

MACOMB COUNTY

Rank	Number		Pct	Number		Pct	Number		Pct
1	Michigan Dept of Human Services	1,885	13%	Michigan Dept of Human Services	418	15%	Michigan Dept of Human Services	269	18%
2	Wayne Metro Comm Action Agency	788	6%	Lighthouse Emergency Services	240	9%	Salvation Army	144	9%
3	Salvation Army	615	4%	Salvation Army	138	5%	St. Vincent de Paul	80	5%
4	DTE Energy	459	3%	Oakland Livingston Human Svce Agcy	127	5%	Samaritan House	40	3%
5	Crossroads of Michigan	452	3%	St. Vincent de Paul	90	3%	Macomb Co. Rotating Emerg Shelter	37	2%
6	St. Vincent de Paul	364	3%	Saint John's Episcopal Church	60	2%	Macomb/St. Clair Workforce Dev Bd	35	2%
7	Neighborhood Legal Services	319	2%	Gary Burnstein Community Health Clinic	47	2%	Macomb County Comm Svcs Agcy	33	2%
8	Detroit Dept of Human Services	258	2%	Oakland County Emplymt & Training Div	45	2%	DTE Energy	31	2%
9	Detroit Urban League	233	2%	DTE Energy	40	1%	Michigan State Housing Dev Authority	27	2%
10	Wayne County Veterans Affairs Div	230	2%	South Oakland Shelter	37	1%	Goodwill Industries of Greater Detroit	25	2%
11	Detroit Workforce Development Dept	228	2%	Michigan Assoc of Physicians from India	36	1%	Legal Aid and Defender Association	22	1%
12	Michigan State Housing Dev Authority	209	1%	Jewish Vocational Services	35	1%	Detroit Community Health Connection	20	1%
13	Legal Aid and Defender Association	208	1%	Area Agency on Aging	33	1%	Safe Center	20	1%
14	Capuchin Soup Kitchen	178	1%	God's Helping Hands	32	1%	South Eastern Michigan Indians	19	1%
15	Detroit Community Health Connection	163	1%	Rochester Area Neighborhood House	31	1%	Crossroads of Michigan	19	1%
16	Advantage Health Centers	148	1%	Detroit Community Health Connection	31	1%	Good Samaritan Coalition	17	1%
17	Friendship House	137	1%	Michigan State Housing Dev Authority	31	1%	Macomb County Health Dept	17	1%
18	Black Family Development	134	1%	Legal Aid and Defender Association	30	1%	Good Shepherd Coalition	16	1%
19	Detroit Area Agency on Aging	122	1%	Southfield Human Services Dept	26	1%	Macomb Family Services	16	1%
20	Detroit Rescue Mission Ministries	120	1%	United Way for Southeastern Michigan	25	1%	US Dept of Hsing. & Urban Dev. (HUD)	15	1%

Monthly Report – June 2008

United Way for Southeastern Michigan



2008-2011 Funding Detail Report

Note: the following funding report details grant funding only and does not include donor designations

Funding Level	Basic Needs	Educational Preparedness	Financial Stability
\$1 Million+	Family Services Behavioral Health Alliance		
\$500,000-\$999,999		Boys and Girls Club of Southeastern Michigan Girl Scout Collaborative	
\$250,000-\$499,999	ARC Regional Collaborative Catholic Social Services of Oakland County Detroit Central City Community Mental Health Franklin Wright Settlements, Inc. Jewish Family Service The Salvation Army Eastern Michigan Division Visiting Nurse Association of SE Michigan	Big Brothers Big Sisters of Metro Detroit Catholic Social Services of Wayne County Detroit Area Council, Boy Scouts of America Franklin Wright Settlements, Inc. The Guidance Center YMCA of Metropolitan Detroit Great Start Collaborative	Foreclosure Prevention Collaborative Goodwill Industries of Greater Detroit Jewish Vocational Services -Realizing Life's Potential
\$100,000-\$249,999	Adult Well-Being Services Alternatives for Girls Arab Community Center for Economic and Social Services (ACCESS) Black Family Development Catholic Services of Macomb Catholic Services of Wayne County Coalition on Temporary Shelter (COTS) Common Ground Sanctuary Community Health Awareness Group	Adult Well-Being Services Arab-American and Chaldean Council Boys and Girls Club of Southeastern Michigan Brightmoor Community Center Children's Aid Society City Year Communities in Schools Detroit Urban League Jewish Family Service Leaps & Bounds Family Service	Accounting Aid Society Catholic Social Services of Oakland County Detroit Urban League Matrix Human Services Oakland Family Services Ways to Work YMCA of Metropolitan Detroit

Orange Headquartered In Macomb County/ Serving Macomb
Blue Headquartered Outside Macomb County / Serving Macomb

Funding Level	Basic Needs	Educational Preparedness	Financial Stability
	<p>Community Living Services Elder Law Gleaners Community Food Bank Greater Detroit Agency for the Blind and Visually Impaired Greater Detroit Area Health Council HAVEN International Institute of Metro Detroit Jewish Community Center of Metro Detroit Jewish Vocational Services – Realizing Life's Potential Latin Americans for Social and Economic Development Legal Aid & Defender Association of Detroit Lighthouse of Oakland County Macomb Homeless Initiative Matrix Human Services National Council on Alcoholism – Greater Detroit Neighborhood Service Organization Northwest Community Programs, Inc. Oakland Livingston Human Service Agency Solid Ground The Detroit Institute for Children United Community Housing Coalition YMCA of Metropolitan Detroit YWCA of Metropolitan Detroit</p>	<p>Lighthouse of Oakland County Marygrove College Matrix Human Services MSU Extension Oakland 4-H Youth Development Neighborhood Service Organization People's Community Services of Metro Detroit The Detroit Institute for Children</p>	
<p>\$50,000-\$99,999</p>	<p>AIDS Partnership Michigan Alzheimer's Association – Detroit Chapter Citizens for Better Care City Connect Community Assessment Referral and Education (CARE) DEAF CAN (Community Advocacy Network) Don Bosco Hall First Step Lakeshore Legal Aid Latino Family Services Looking for My Sister</p>	<p>3 A's for Education Alkebu-lan Village Arab Community Center for Economic and Social Justice (ACCESS) Boys & Girls Club of South Oakland County Boys Hope Girls Hope Catholic Social Services of Wayne County Camp Fire USA-Wathana Council Child Care Coordinating Council (4C) of Detroit/Wayne County Covenant House Crossroads for Youth</p>	<p>Brightmoor Community Center Focus: HOPE* Growth Works, Inc. Lighthouse of Oakland County* Michigan League for Human Services MSU Extension – Macomb Orchard's Children's Services SER Metro* Southwest Housing Solutions* Young Detroit Builders *Funding level TBD/in conjunction with LISC</p>



**United Way
for Southeastern Michigan**

2008-2011 Funding Detail Report

Page 2 of 3

Funding Level	Basic Needs	Educational Preparedness	Financial Stability
	Macomb Family Services Methodist Children's Home Society MI Council on Crime & Delinquency People's Community Services of Metro Detroit Rehabilitation Institute of Michigan Turning Point, Inc. United Cerebral Palsy Association of Metro Detroit Vista Maria Wayne Metro -- CAA World Medical Relief	Detroit Youth Foundation Family Service Inc. First Step Healthy Start/Healthy Families Oakland -- Trinity Health Homes for Black Children New Horizons Rehabilitation Center Think Detroit-PAL Wayne Mediation YWCA of Western Wayne County	
<\$50,000	Area Agency on Aging 1-B Child Abuse and Neglect Council of Oakland Epilepsy Foundation of Michigan Furniture Bank of Southeastern Michigan Lutheran Social Services of Michigan Mental Health Association in Michigan Pontiac Osteopathic Hospital Children's Clinic The ARC Michigan United Cerebral Palsy Association of Michigan	Affirmations DEAF CAN (Community Advocacy Network) Detroit Parent Network Detroit Parent Network Living Arts Living Arts Macomb County Community Dispute Resolution Center Michigan's Children Recording for the Blind & Dyslexic -- MI Variety FAR Conservatory YWCA of Metropolitan Detroit	Coalition on Temporary Shelter (COTS) Lutheran Child & Family Services of Michigan Vanguard CDC



United Way
for Southeastern Michigan

2008-2011 Funding Detail Report

Page 3 of 3

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Approval of Reduction in Workforce Policy for Non-
_____ Represented Staff, as Modified

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 08-11-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

August 1, 2008

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend Approval of Reduction in Workforce Policy for Non-Represented Staff, as Modified

Attached is the Reduction in Workforce Policy for Non-Represented Staff, as modified, for review and discussion by the Personnel Committee. The Policy reflects changes discussed at the June Personnel Committee Meeting.

This policy was distributed to Elected Officials and Department Heads for comment and suggestions, with no concerns being raised.

I look forward to discussing this with you at the meeting on August 11, 2008.

EAH/mb
Attachment

MACOMB COUNTY BOARD OF COMMISSIONERS

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REDUCTION IN WORK FORCE FOR NON-REPRESENTED STAFF

A. Reduction in Work Force Procedure:

1. If a Reduction in Work Force becomes necessary the following procedures will be implemented:
 - a. Layoffs, as required, shall be made within the affected classifications in the affected department.
 - b. Such reduction will be made in the first instance by terminating probationary, temporary employees, and part-time employees within the affected classification in the affected department.
 - c. If a further reduction in force is required, such layoffs will occur with full-time staff in inverse order, ~~by length of full-time County service,~~ time within the affected classification in the affected department. **The length of full-time County service will be utilized to determine reductions.**
2. When an employee is laid off, due to a reduction in work force, he or she shall be permitted to exercise his/her **full-time** County service time, ~~in the affected department,~~ to replace an employee with less **full-time** County service time, in the affected department, in equal or lower classifications in the department from which the employee was laid off, only as follows:
 - a. Current ability to do the available work, meet the qualifications and perform the duties of the job without a trial or training period.
 - b. An employee who qualifies for rights as set forth above, shall have the right to exercise such right or to accept layoff, by so notifying his/her Department Head in writing. Failure of the affected employee to exercise such "bumping rights" **replacement rights** at the time of layoff, will result in forfeiture of "bumping rights" **replacement rights** during the term of such layoff.
3. Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days notice of such layoff.

4. Employees in classifications covered by this Policy who are laid off from their regular employment as a result of a reduction in force, will be given consideration, for hire into a vacant position, for which he/she qualifies, by virtue of his/her knowledge, skills and abilities, as determined solely by the Employer.
5. Employees selected pursuant to paragraph 4 will then serve a ninety (90) day probationary period, during which time the Employer may terminate the employee. Such termination by the Employer will not affect the former layoff status of the employee.

B. Recall Procedure:

1. When the working force is increased, as authorized by the Board of Commissioners, after a layoff, employees will be recalled according to **full-time** County service **for the affected classification in the affected department** -time. Notice of recall shall be sent to the employee at his/her last known address, as listed in his/her personnel file, located in the Human Resources Department. If the affected employee fails to report for work within ten (10) calendar days from the date of mailing of notice of recall, his/her employment shall be considered terminated.
2. Recall rights for laid off employees will be limited to eighteen (18) months. Upon the expiration of such recall rights, the Employer shall be under no further obligation to recall the laid off employee and such employee shall be terminated.
3. Recall rights of affected employees covered by this section will be limited to the following:
 - a. Employees who are selected for employment in a new department will, should subsequent layoff occur in that department, have the option of retaining recall rights within their previous classification in accordance with the recall procedure as outlined in this Policy.
 - b. If the employee does not exercise the option outlined in 3(a) above, such employee shall be deemed to have chosen to retain recall rights in the department for which they were last laid off.
 - c. Exercise of either option, 3(a) or 3(b), shall be chosen in writing at the time of subsequent layoff in the new department and will become a part of the employee's personnel file.

RECYCLABLE PAPER

STATISTICAL SUMMARY OF AD HOC ACTIONS REGARDING VACANT PERSONNEL OPENINGS

AD HOC OF MARCH 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Computer Maintenance Clerk	County Clerk/ROD	1	1 (Post-poned)	
Typist Clerk III	Equalization	1		1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1 (Post-poned)	
Computer Maintenance Clerk	Health	1	1	
Division Director, Health Promotion/Disease	Health	1	1*	
Environmentalist II/III	Health	2	2	
Business Systems Analyst	IT	2	2	
	TOTAL	9	8	1

AD HOC OF APRIL 3, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
General Counsel	Circuit Court	1	1*	
Case Manager II	Community Mental Health	1	1	
Computer Maintenance Clerk	County Clerk/ROD	2	2	
Custodian I/II	Facilities & Operations	3	2	1
Licensed Boiler Operator, 1st Class	Facilities & Operations	1	1	
Data Entry Clerk	Friend of the Court	2	2	
Enforcement Investigator	Friend of the Court	1	1	
Public Health Nurse II	Health	1	1	
Personal Property Tax Collector	Treasurer	1	1	
Typist Clerk I/II	Veterans Services	1	1 (Post-poned)	
	TOTAL	14	13	1

AD HOC OF MAY 1, 2008 (Waived to 05-12-08 Personnel Committee)

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Administrative Assistant III	Community Mental Health	1	1	
Case Manager II	Community Mental Health	1	1	
Registered Nurse	Community Mental Health	1	1	
Account Clerk I/II	Health	1	1	
Coordinator of Security	Juvenile Justice Center	1	1	
Paralegal	Senior Citizen Services	1		1 (Post-poned)
Computer Maintenance Clerk	Sheriff	1	1	
Typist Clerk I/II	Veterans Services	1	1	
Counselor II	Veterans Services	1	1*	
TOTAL		9	8	1

AD HOC OF JUNE 5, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Dietitian	Health	1	1	
Public Health Nurse II	Health	1	1	
Account Clerk III	Martha T. Berry	1	1	
Administrative Secretary	Martha T. Berry	1	1	
Computer Maintenance Clerk	Prosecuting Attorney	1	1	
Paralegal	Senior Citizen Services	1		1 (Post-poned)
TOTAL		6	5	1

AD HOC OF JULY 8, 2008

<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>	<u>RECONFIRMED</u>	<u>NOT RECONFIRMED</u>
Data Maintenance Supervisor	Friend of the Court	1	1	
Typist Clerk III	Health	1	1	
Safety Specialist	Risk Management	1	1*	
Paralegal	Senior Citizen Services	1	1	
	TOTAL	4	4	0

*20 Week Hiring Waiver

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Approve the reconfirmation of the following vacancies pursuant to
_____ the Motion passed by the Ad Hoc Committee on August 6, 2008

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair
_____ Personnel Committee

CLASSIFICATION

DEPARTMENT

One Community Health Technician (Sharon Gardocki)

Health

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 06-12-08

Exit Interview Completed: Yes*

One Teacher III (Arlaine Lewis)

MCCSA

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 08-08-08

Exit Interview Completed: Pending

COMMITTEE/MEETING DATE

Personnel 08-11-08

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Corrections Officer (Todd Donaldson)

Sheriff

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 07-22-08

Exit Interview Completed: Yes

One Deputy (Raymond L'Esperance)

Sheriff

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 07-18-08

Exit Interview Completed: Pending

*Did not authorize the release of the exit interview information.



HEALTH DEPARTMENT

Mount Clemens Health Center

43525 Elizabeth Road
Mount Clemens, Michigan 48043
586-469-5235 FAX 586-469-5885
macombcountymi.gov/publichealth


RECEIVED
JUL 10 2008
HUMAN RESOURCES

Thomas J. Kalkofen
Director/Health Officer

July 8, 2008

Kevin P. Lokar, M.D.
Medical Director

TO: ERIC HERPPICH, ACTING DIRECTOR
HUMAN RESOURCES DEPARTMENT

FROM: THOMAS J. KALKOFEN, MPH
DIRECTOR/HEALTH OFFICER 

SUBJECT: JUSTIFICATION FOR FILLING
COMMUNITY HEALTH TECHNICIAN
WOMEN, INFANTS, CHILDREN PROGRAM

The Macomb County Health Department requests approval of the above captioned position. This vacancy is created by the retirement of Ms. Sharon Gardocki on June 12, 2008.

The employee in this classification, under the direct supervision of an assigned supervisor, assists in performing various screening and testing duties in an assigned program area; schedules appointment; maintains records and forms necessary for the delivery of services; assists in compiling information and preparing reports.

In order to maintain quality of service, and program continuity to meet the needs of the residents of Macomb County, to promote health and reduce the risk of disease, it is essential this position be reconfirmed and posted as soon as possible.

The WIC program is **100% grant funded** and a delay in filling the position may have an impact on future funding.

If there are questions please contact my office at 9-5512.

mg

Attachment

cc: M. Parent
M. Green

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
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Ed Bruley - District 17
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Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECEIVED
JUL 10 2008
HUMAN

Describe how this position is funded:

<u> </u> %	100 %	<u> </u> %
County	Grant	Other

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Manager	1
Same Classification Within Department or Program	CHT, full time CHT, part time	6 3
Other Classifications Reporting to this Immediate Supervisor	WIC Dietitian, Account Clerk, Typist Clerk, Outreach Worker.	11
Classifications Directly Supervised by this Classification (if applicable)	None	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The CHT often assists in the process of training recently hired WIC staff

Problem Solving Challenges: *Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.*

The CHT's primary responsibility involves the eligibility determination of applicants into the program. During a typical day, the CHT is responsible for the assessment of up to 17 applicants, depending on the show rate for that day's appointments. This is a very fast-paced work environment with very little room for error. With so little time spent on each client, the CHT must quickly process each applicant, which includes the completion of several forms and documents. On any given day, the CHT may be faced with applicants struggling with severe medical conditions, physical disabilities, psychosocial problems or mental impairments.

Often there are clients who arrive late, or on the wrong day, or to the wrong location, walk-ins, or clients with missing documentation that the CHT must make or seek an immediate decision on the provision of service. In addition, a member or members of the team may be missing due to illness, vacations or position vacancy and the CHT may have to assume additional duties and responsibilities within the team to ensure that client services are completed according to mandated standards.

The CHT provides services to a very challenging population: low-income, often undereducated, transient, sometimes illiterate or low reading ability, frequently non-English speaking, homeless, teenaged, and occasionally hostile.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Determine applicant eligibility within the WIC certification process	75%	daily	yes
2	Answers telephones and schedules appointments	5%	daily	yes
3	Performs data entry	5%	1-2 days / mo	yes
4	Issues WIC benefits	5%	1-3 days/week	yes
5	Files and sorts paperwork and client charts	5%	1-3 days/week	no
6	Makes referrals to community and health resources	5%	daily	yes
7	Completes reports and supply inventories	5%	1-2 days / mo	no

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

2005

25,691 certifications/8 FTE CHTs = 3211 WIC certifications per CHT per year

2006

24,252 certifications/8 FTE CHTs = 3031 WIC certifications per CHT per year

2007

24,590 certifications/8 FTE CHTs = 3074 WIC certifications per CHT per year

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The CHT is responsible for determining income eligibility of all WIC applicants. Determining and verifying income sources for a household can be very complex. The CHTs are heavily trained in this area –more than other members of the WIC team. Occasionally they will make decisions, without assistance, on the correct sources of income to include or exclude and on units of economic dependency.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
<p>The Special Supplemental Nutrition Program for Women, Infants and Children is a federally mandated Nutrition Program under Section 17 of the Child Nutrition Act of 1966, administered by the U.S. Department of Agriculture.</p> <p>The CHT is uniquely trained and qualified to perform anthropometric measurements and perform fingerstick testing in a much more cost-effective manner than a medical assistant, laboratory technician, or nurse.</p>	<p>The Macomb County Health Department's WIC Program currently serves over 10,000 individuals per year. No other agency within Macomb County, public or private, is poised to deliver WIC services in the same manner. Nationwide, WIC services are provided in over 9,000 clinics within 1,800 local agencies; the majority of these agencies are public health departments. If unable to deliver WIC services, the Macomb County Health Department would be ineligible for Michigan Local Public Health Accreditation.</p>

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Immunization Clinic	Coordinates care within the WIC clinic between immunization nurses and clerks who are co-located in WIC to provide immunization services to clients	Daily
Public Health Nursing	Provides referrals for home visits and follow-up on high-risk pregnant women , infants and young children seen in the WIC clinic who would benefit from a personalized in-home service. Discusses outcomes and future objectives.	Weekly
Michigan State University Extension	Provides guidance and oversight of MSUE employees contracted to assist in the provision of nutrition education to WIC clients.	Weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

WIC is a short-term intervention program designed to strengthen families by influencing lifetime nutrition and health behaviors in a targeted, high-risk population. WIC's combination of nutrition education, nutritious foods, breastfeeding support, and health care oversight provides a gateway to good health.

WIC is recognized as the nation's premier public health nutrition program. It has gained this reputation and garnered strong bipartisan support in Congress because of its cost-effective scientifically documented health successes.

MACOMB COUNTY HEALTH DEPARTMENT
DIRECTOR/HEALTH OFFICER
(1)

DEPUTY HEALTH OFFICER
(1)

FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)

SECRETARY
(2)

PUBLIC HEALTH SERVICES COORDINATOR
FAMILY HEALTH CLINICS
(1)

PUBLIC HEALTH SERVICES COORDINATOR
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH
FAMILY HEALTH CLINICS
(1)

PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH
FAMILY HEALTH CLINICS
(1)

DENTAL CLINIC
DENTAL HYGIENIST
(1) P/T - 0.5

DENTAL ASSISTANT II
(1)

DENTAL ASSISTANT SENIOR
(1)

ACCOUNT CLERK I
(1)

DENTISTS
(2) P/T - 0.5

**FAMILY HEALTH SERVICES
DIVISION DIRECTOR
(1)**

**PUBLIC HEALTH SERVICES COORDINATOR
MATERNAL CHILD HEALTH
(1)**

MT. CLEMENS FIELD NURSING

PUBLIC HEALTH NURSE I I I
(1)

PUBLIC HEALTH NURSE I I
(5)

COMMUNITY HEALTH TECHNICIAN
(1)

COMPUTER MAINTENANCE CLERK
(2)

ACCOUNT CLERK I I I
(1)

OUTREACH WORKER
(1)

WOMEN, INFANTS & CHILDREN (W.I.C.)

PROGRAM MANAGER
(1)

PHN III
(1)

W.I.C. DIETICIANS
(3)
(4) P/T - 0.5

TYPIST CLERK I I I
(2)

ACCOUNT CLERK I I
(2)

COMMUNITY HEALTH TECHNICIANS
(6)
(3) P/T - 0.5

OUTREACH WORKER
(1)

FAMILY PLANNING

PROGRAM MANAGER
(1)

WOMEN'S HEALTH NURSE PRACTITIONER IV
(2)

PUBLIC HEALTH NURSE I I I
(1)
(2) P/T - 0.5

MEDICAL SOCIAL WORKER
(1) P/T - 0.5

COMMUNITY HEALTH TECHNICIAN
(3)
(2) P/T - 0.5

ACCOUNT CLERK I I I
(1)



COMMUNITY SERVICES AGENCY



21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 FAX 586-469-5530
macombcountymi.gov/mccsa

REC'D
AUG - 6 2008

HUMAN RESOURCES

Frank T. Taylor
Director

August 8, 2008

TO: Eric Herppich, Interim Director
Macomb County Human Resources

FR: Frank Taylor, Director *FT*
Macomb County Community Services Agency

RE: Vacancy Reconfirmation
Head Start Teacher

On Friday August 8, 2008, Arlaine Lewis vacated her position as a Head Start Teacher.

This position, financially supported by Head start grant funds, needs to be filled in order to comply with state and federal regulations. A stable environment is needed for the mental health and welfare of all twenty (20), three and four year old children in the classroom.

In order to fill this position, we are requesting that you notify the next available Head Start teacher who was laid off on August 14, 2007.

Thank you for your assistance in this matter.

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
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Leonard Haggerty
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Kathy D. Vosburg - District 25
Leon Drolet - District 26

Programs and services are sponsored by the Macomb County Board of Commissioners and State and Federal grants. MCCSA complies with the Civil Rights Act of 1964, the Michigan Handicappers Civil Rights Act, and the American with Disabilities Act of 1990. To inquire about reasonable accommodations for persons with disabilities please contact MCCSA. Phone or TDD: (586) 469-6999.

Macomb County Position Analysis Questionnaire

Employee Name: Arlaine Lewis

Classification Title and Department: Teacher @ MCCA

Division/Program Assignment: Head Start

Describe how this position is funded:	%	100 %	%
	County	Grant	Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

To ensure quality services, MCCA Head Start employs teaching staff that have the educational qualifications, knowledge and professional commitment necessary to promote children's learning and development. In addition, teachers support families diverse needs and interests.

Based on the grant funding for 842 children, this position is necessary to meet the adult to child ratios required by State of Michigan child daycare licensing regulations.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

VISION

MCCSA will be recognized nationally as the premier Community Action Agency acting as an instrument of change by improving the lives of those we serve.

MISSION

MCCSA provides a network of comprehensive educational, economic and social services to Macomb County residents in need. In pursuit of this mission, our team of dedicated, compassionate staff and volunteers will continue to diminish the cause and effects of poverty.

Each Head Start teacher ensures that every classroom provides a consistent, safe and nurturing environment fostered by the collaboration between school and families. The classroom teacher provides individualized instruction through the curriculum in order to promote each child's health, ability to learn, emotional well-being with respect for cultural diversity.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Education Specialists	4
Same Classification Within Department or Program	Teachers	33
Other Classifications Reporting to this Immediate Supervisor	Teacher Aides	55
Classifications Directly Supervised by this Classification (if applicable)	NA	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Teacher aides receive direction from the teacher.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Without this position being reconfirmed, we will run the risk of failing to meet federal mandated requirements while limiting the education of 20 (3-4) year old children.

In order to ensure that federal and state requirements are met, a substitute teacher will be provided at such time that the full-time position is filled.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Ensures the desired mental health of children	100	daily	federal
2	Create and maintain a safe, healthy classroom	100	daily	federal
3	Maintain a positive two-way communication system	100	daily	federal
4	Implements early childhood curriculum	100	daily	federal
5	Maintains required documentation	85	annually	federal
6	Ensures nutritional requirements are provided	33	daily	federal
7	Conducts standardized screening and assessments.	25	quarterly	federal
8	Register children to maintain funded enrollment	20	ongoing	federal

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Over a three year period of time a teacher has performed, conducted or received:

- *Instruction for a minimum of 60 preschool children;
- *Approximately 400 parent contacts to discuss child's progress in the educational setting;
- *Approximately 400 early childhood assessments; and
- *Over 200 hours of professional development/training.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Teachers are responsible for the children's daily care which includes the health, safety, and well-being in the classroom. In addition, the teachers are responsible for communicating with parents regarding the needs of their children.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Unable meet licensing requirements	Increase substitute teacher pool
Limited service to the low-income families	The educational needs of 20 children and families

Key Customers:

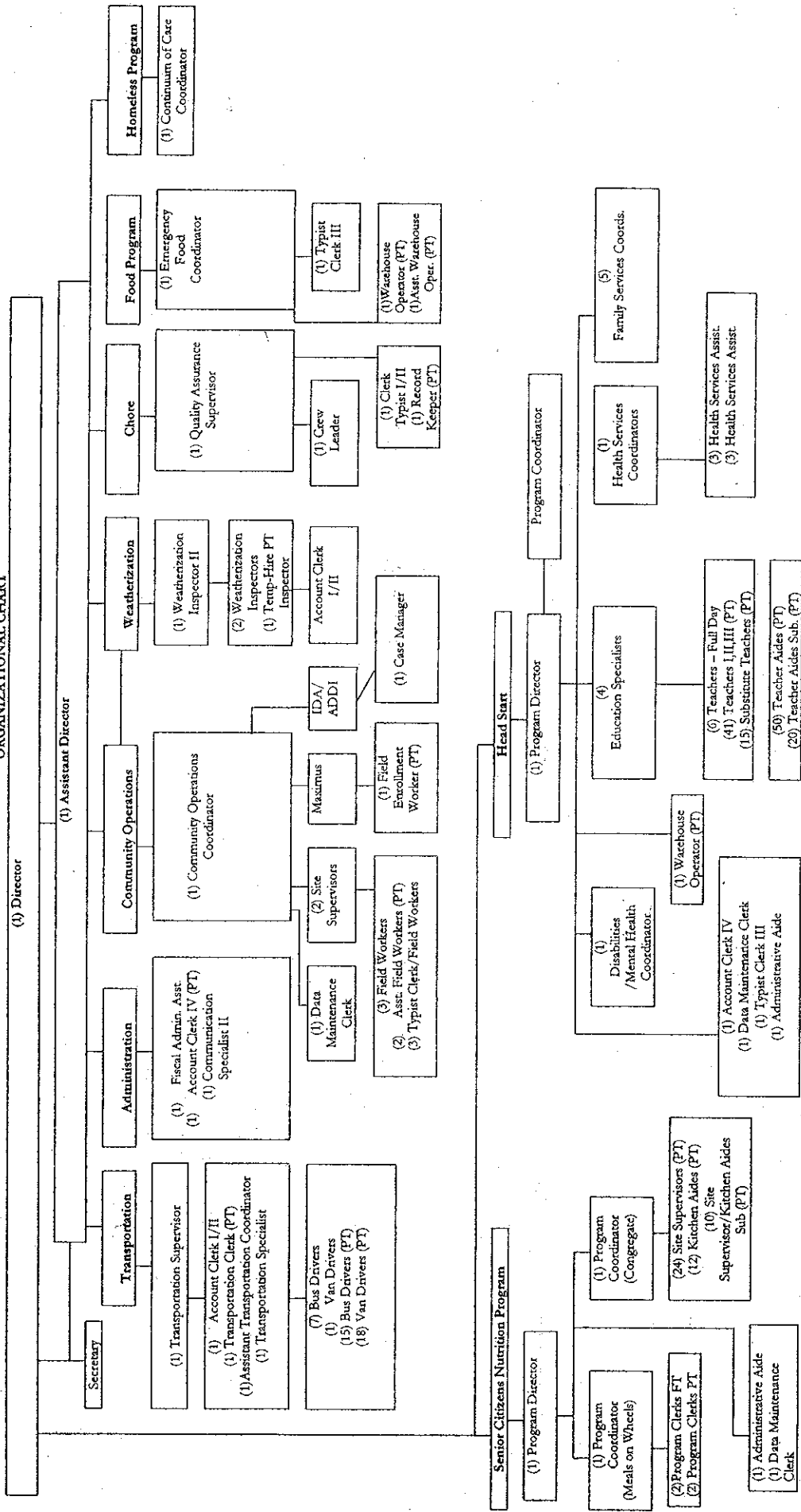
Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Income eligible parents/children	Family Needs	Daily
School District personnel	Building Issues	Daily

Additional Information:

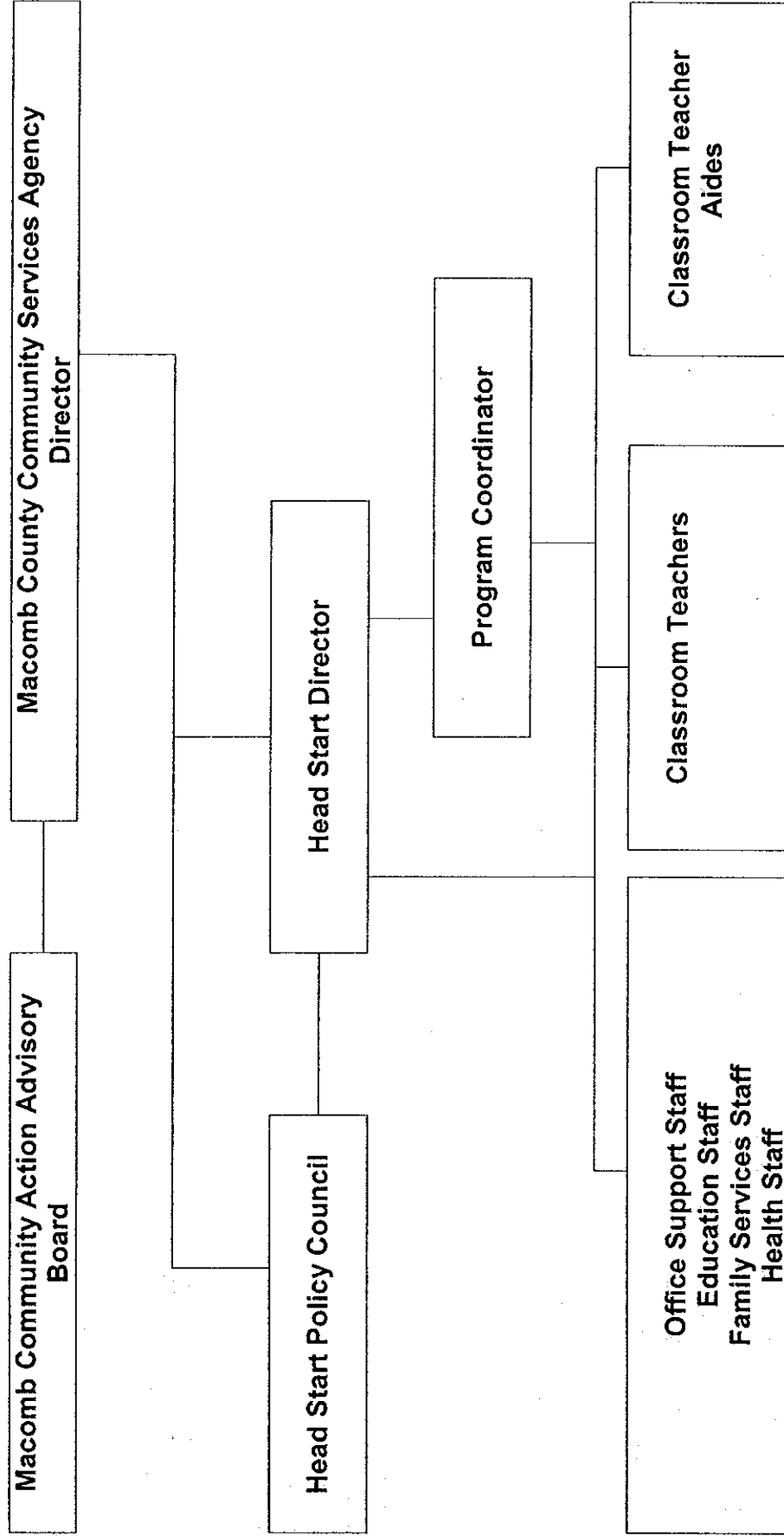
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

MACOMB COUNTY COMMUNITY SERVICES AGENCY
ORGANIZATIONAL CHART



MACOMB COUNTY COMMUNITY SERVICES AGENCY

HEAD START ORGANIZATIONAL CHART



As of 8/4/08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Todd Donaldson SOCIAL SECURITY # [REDACTED]

ADDRESS 30063 Windsor Rockwood, MI 48173

DEPARTMENT Sheriff Department

CLASSIFICATION Corrections Officer

TERMINATION DATE July 22, 2008

DATE OF HIRE January 22, 2008

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(X) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

I WAS HIRED IN THE CITY OF DEARBORN, TO
BECOME A CERTIFIED POLICE OFFICER

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (X) NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE [Signature] DATE 7-16-08

INTERVIEWER'S SIGNATURE Liz Simmons DATE 7-16-08

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION: to eliminate full time Prescription Drug Clerk position. (Forward to
Personnel Committee).

INTRODUCED BY: Commissioner Paul Gielegem, Chair, Senior Services Committee.

PRESENTED BY: Angela Willis, Director of Senior Services

HISTORY:

January 2000: The 60+ Prescription Drug Program began.
January 2004: The 18 – 59 Prescription Drug Program began.
July 2006: The position of Prescription Drug Clerk was created and filled.
January 2008: Contract for 60+ and 18 – 59 Prescription Drug Programs with Benefit Control Methods expired.
January 2008: The 60+ and 18 – 59 Drug Program Contracts are terminated
March 19, 2008: Full Board Acceptance of Caremark PCS Health, L.P., Managed Pharmacy Benefit Services Agreement Consumer Card Program.
August 1, 2008: Resignation of Prescription Drug Clerk.
2009 Budget Reduction: \$55,349 (Salary and fringe benefits)

COMMITTEE/MEETING DATE

Seniors 8-8-08 Approved
Personnel 8-11-08

RECYCLABLE PAPER

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION to change the title of Prescription Resource Network Assistant to
Prescription Resource Network Advocate. (Forward to Personnel Committee).

INTRODUCED BY: Commissioner Paul Gielegem, Chair, Senior Services Committee.

PRESENTED BY: Angela Willis, Director of Senior Citizen Services

The below T.P.O.A.M. Union #27 Contract Proposal dated July 29, 2008 was approved by Eric Herppich and Angela Willis on July 29, 2008. Said language recognizes the new title of the Prescription Resource Network Advocate:

“(New)

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the sole and exclusive representative for the purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment for the term of this Agreement for a unit consisting of: all full-time budgeted employees classified as Account Clerk III, Adult Day Care Program Assistant, Information and Referral Specialist, Prescription Drug Clerk, Prescription Resource Network Advocate, Program Activity Coordinator, Program Developer, Resource Advocate, Senior Citizen Victim Liaison and Typist Clerk IV.” (emphasis added)

COMMITTEE/MEETING DATE

Seniors 8-8-08 Approved
Personnel 8-11-08